

**Jefferson County  
Position Description**

<b>Name:</b>	<b>Department:</b> Health
<b>Position Title:</b> Public Health Nurse	<b>Pay Grade:</b> 8 <b>FLSA:</b> Exempt
<b>Date:</b> July 2014	<b>Reports To:</b> Public Health Program Manager

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**Purpose of Position**

The purpose of this position is to provide a variety of professional public health nursing services to residents of Jefferson County.

**Essential Duties and Responsibilities**

**The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be required and assigned.**

- Assesses individuals and families through interviews, observations and examinations in home, school, office and clinic settings. Provides nursing services, establish care plans and refer residents to County services.
- Provides education and services for Well Child, Healthcheck, Immunization, and Fluoride Varnish Clinics.
- Coordinates Maternal and Child Health program. Provide services to pregnant women and their families to promote healthy pregnancy.
- Conducts Communicable Disease Investigation and follow up.
- Coordinates Case Management of Childhood Lead Poisoning.
- Serves as School Nurse/Headstart Consultant. Provide health education, write student health plans. Assure medical orders are in place in a timely manner.
- Provides information regarding health-related issues through assessments, examinations, presentations, written correspondence, news releases and newsletters.
- Partners and participates in Community Coalitions with the overall goal of encouraging Jefferson County to be the healthiest county in the State of Wisconsin.
- Provides Public Health Emergency Planning.
- Serves as preceptor for nursing students.
- Maintains knowledge of current Department, State and Federal rules and regulations regarding public health nursing programs.
- Documents medical records, time sheets, mileage logs and client contact documents.
- Attends Committee meetings as needed.
- Complies with County HIPAA Policies and Procedures, if applicable.
- Demonstrates dependable attendance.
- Performs other duties as assigned or that may develop.
- Adheres to and promotes safety as a priority in the workplace.

## Additional Tasks and Responsibilities

**While the following tasks are necessary for the work of the unit, they are not an essential part of the purpose of this position and may also be performed by other unit members.**

- Mental Health Community Support Program nurse providing services to mentally ill individuals.
- Provide safety and injury prevention with expertise as a Certified Child Passenger Safety Technician providing education on proper use and installation of child safety seats, Cribs for Kids and Safe Kids Coalition.
- Coordinate social media for Health Department Facebook page.
- Create and implement Electronic Charting System (ECS)
- Personal Care RN: Assess and evaluate participants' health & diet. Collect and record health information and perform lab tests. Educate participants, counsel and prescribe appropriate food package. Establish individual care plans.
- Personal Care RN: Determine participants' income, residency and nutrition risk for program eligibility.
- Personal Care RN: Serve as breastfeeding peer counselor coordinator. Coordinate, mentor and provide ongoing supervision.
- Personal Care RN: Serve as Personal Care Nurse. Supervise visits with personal care workers to ensure quality care.
- Jail RN: Assess inmates through interviews, observations and examinations. Review medical booking questions of inmates, initiate and follow-up as needed.
- Jail RN: Establish care plans for inmates with high risk or chronic severe medical diagnosis. Contact health provider for history/and or to coordinate care after release from jail.
- Jail RN: Report to jail MD for treatment orders.
- Jail RN: Set up medications per jail MD. Review medication sheets for compliance.

## Minimum Training and Experience Required to Perform Essential Job Functions

Bachelor of Science degree in nursing, current Wisconsin Registered Nurse license (as per WI DHS 139.08) and CPR certification with one year RN experience. Public health experience preferred. A valid Wisconsin motor vehicle operator's license required.

## Other Requirements

**Training:** Remain current with CPR certification Personal Care RN " Current lactation certificate

**Physical:** Lift and carry up to 25 pounds

Jefferson County is an Equal Opportunity Employer. In compliance with the Americans with Disabilities Act, the County will provide reasonable accommodations to qualified individuals with disabilities and encourages both prospective and current employees to discuss potential accommodations with the employer.

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Employee's Signature

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Supervisor's Signature

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Date

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Date